

REVISION SUMMARY

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

<u>Item</u>	<u>Summary</u>
Subject Index	Updates entries
Chapter 1200	<u>Contracts</u> Makes technical correction to Section 1215. Inadvertently dropped paragraph two, added texts back into SAM.
8000 INDEX	<u>SAM – CASH</u> add 8032.1, Acceptance of Credit Cards.
Chapter 8020-8025	<u>Receipts, Prelistings, Transfer Receipts, Identification of Collections, Acceptance of Checks and Money Orders, Acceptance of Credit Cards, Safes and Vaults, and Placement of Safes for Security Purposes</u> Incorporates miscellaneous revisions to comply with the current SAM style guidelines and to make minor wording changes.
Chapter 8020	<u>Receipts</u> Clarifies the provisions concerning the use of receipts as posting documents and the notation of the word “DUPLICATE” on the receipts.
Chapter 8021	<u>Transfer Receipts</u> Revises the location for obtaining the Transfer Receipt form, STD 440.
Chapter 8022	<u>Identification of Collections</u> Clarifies that the amount of collections must be documented on agency records (not documented only when the check or money order is for an amount in excess of the amount of the payment required).
Chapter 8023.1	<u>Acceptance of Credit Cards</u> Add new section to advise State agencies that accept credit cards to provide a notice of the credit card payment option with all billing statements.
Chapter 8025	<u>Placement of Safes for Security Purposes</u> Revises the suggested methods for locating and securing a safe.
8400 INDEX	<u>SAM – DISBURSEMENTS</u> updates to 8474 – 8475.2
Chapter 8474-8474.4	<u>Late Payment Penalty, Additional Information and Provisions, Penalty Requirements, Definition of Terms</u> Miscellaneous revisions to comply with the current SAM style guidelines, and to make minor wording changes, and to update the names of offices within State agencies.
Chapter 8474 & 8474.1	<u>Late Payment Penalty and Additional Information and Provisions</u> Notification to State agencies that, pursuant to Management Memo 99-11, the Department of General Services will not approve contracts with invoice payment terms exceeding 45 days.
Chapter 8474.3	<u>Illustration 1</u> Miscellaneous update of late payment penalty calculation.
Chapter 8474.3	<u>Illustration 2</u> Sample calculations based on example 4 in 8474.3 ILLUSTRATION 1. Miscellaneous update of late payment penalty calculation.
Chapter 8474.3	<u>Illustration 3</u> Penalty Calculation form, STD 208 (Rev. 1-2000) renumbered (from the prior 8474.3 Illustration 2). The revised form was updated to indicate that penalties calculated, regardless of dollar amount, will be paid to small businesses but only amounts over \$75.00 will be paid to all other businesses.
Chapter 8475-8475.2	<u>Late Payment Penalty on Refunds and Other Payments, Penalty Requirements, & Reporting Requirements</u> New sections providing direction to State agencies on late payment penalties incurred on refunds and other undisputed payments due to individuals pursuant to Government Code Section 926.19.

REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

<u>Remove Page(s)</u>	<u>Consecutive No. of Sheets</u>	<u>Insert Page(s)</u>	<u>Consecutive No. of Sheets</u>
SAME	0	SAME	0